

LIMITED EXAMINATION AND APPOINTMENT PROGRAM

ployment in State civil service and "disability" who either (1) has a condition that substantially limits one or more major life activities of such individual; (2) has a physical or mental impairment; or (3) is regarded as having such an impairment, who wish to participate in the State Civil Service Examination and Appointment System established by Government Code Sections 19500-19507.

ed to a series of job classifications
neral title **Limited
Appointment Program
Classification**"). The LEAP selec-
Readiness Evaluation Interview
of names for departments to use
l, you will be appointed first on a
o evaluation. If you successfully
job, you will be appointed to the
fication. This brochure describes

γ to classes designated for LEAP, as LEAP - eligible as well as meet nts for the identified class. New periodically.

LEAP Candidate classes as you
you may continue to
traditional examination

P TESTING

rtification
Candidate class, the Department
ertify that your disability meets
are a Rehabilitation Client, your
your eligibility. If you are not a
is not necessary to become one
will only certify the presence of
the office nearest you to make
mine your eligibility. It is your
medical evidence of your disabil-

Announcements

Announcements of the examinations for **Limited Examination and Appointment Program Candidate ("Identified Class")** are posted at the State Personnel Board, and the offices of Department of Rehabilitation, the Employment Development Department, and many organizations serving individuals with disabilities. You can send a self-addressed stamped envelope to SPB to request copies of the announcements, blank applications, and SPB pamphlets.

How to Apply

You can apply for the designated **LEAP Candidate** class when testing is open.

When you find a **LEAP Candidate** class that interests you and for which you meet the requirements, complete a State Application for Examination (Form STD. 678) and send it to the address listed on the examination announcement. You must attach a copy of your LEAP certification form to every application you submit for a **LEAP Candidate** classification.

In Part 1 of the Application, write **"LEAP Candidate"** with the title of the identified class in parentheses - "(Word Processing Technician)", "(Auditor I)", etc. If you do not specify **LEAP Candidate** or if you apply for a nonexistent **LEAP Candidate** class, your application will be returned.

If you need an accessible test location, an interpreter, or other special testing arrangements for your Readiness Evaluation Interview, mark the appropriate box in Part 2. You will be contacted to make the necessary arrangements.

Examination Process

The LEAP selection process is a two-part examination consisting of a Readiness Evaluation Interview and an On-The-Job Examination. No written test is required.

The first part of the examination is a Readiness Evaluation Interview to establish a list of referrals to State departments. You may participate in the first part of the examination **only once during any 24-month period**.

The second part of the examination consists of an evaluation period where you will be asked to demonstrate your ability to perform the duties of the job. Only candidates selected by a State department will participate in the "On-The-Job Examination".

Readiness Evaluation Interview

If you meet the minimum requirements for the **LEAP Candidate** class and are certified by the Department of Rehabilitation, you will be scheduled for a Readiness Evaluation Interview. In the panel interview, you will be asked to describe your qualifications and your interests as they relate to the job. The interview panel will evaluate your qualifications, determine your readiness for job placement and the likelihood of successful performance. Upon successful completion of this interview, you will be ranked competitively and your name will be placed on a referral list that will be made available to departments.

Your name will remain on the list for 24 months, and you can be interviewed for any openings in that job classification. If you do not reply promptly to departmental contacts, your name will be placed on the inactive list. Upon written request to the SPB, your name may be restored to the active LEAP referral list for the remaining period of eligibility.

On-The-Job Examination

You will be contacted for a hiring interview when a department has a job opportunity. The Readiness Evaluation Interview was general. A hiring interview is specific to the duties of the job. One civil service class may offer a wide variety of opportunities, and the department may be interviewing a large number of people. If someone else is selected, your name will remain on the list, and you can be interviewed for the next opening. Also, you are not obligated to accept the first job that is offered; and there is no penalty for turning down a job.

**Limited:
Appointments**

Classi

When requesting
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Candidate with t
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LEAP Candidat
(Account Cle
(Accountant'
(Auditor I)

(Building Ma
(Business Ta

(Carpenter I)
(Civil Engine
(Computer O

(Electronics T
(Energy Anal
(Environmen

(Fair Employ
(Food Service

(Graduate Le
(Groundskee

(Information
(Integrated V
Specialist)

(Janitor)
(Key Data Op

(Laboratory .

(Mailing Machine)
(Maintenance)

[Office Assistant]
[Office Assistant]